



31 October 1985

MEMORANDUM FOR:

[Redacted]
Records Management Officer, DDA

FROM

:

[Redacted]
Records Management Officer, OMS

SUBJECT

:

Records System Reporting

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1. The Office of Medical Services would like the following changes made on our records system items.

2. In item 34, Clinical and Psychiatric Files (employees), under the section titled Storage please delete punch cards which are no longer used.

3. In item 35, Clinical and Psychiatric Files (applicants), under the Retention and Disposal Section please change the last sentence to read: Files on applicants not hired are retained for a period of two years; records are then destroyed by burning.

4. In item 36, Medical Facilities and Physicians, please delete the entire item, this is no longer used.

5. In item 37, Psychological Test Data Files, under the section titled Storage delete punch card which are no longer used.

Under the section titled Safeguard please change retention period from 30 years to 75 years on staff employees and from 3 years to 2 years on unsuccessful applicants.

6. All other information is correct.

STAT